

School Business – June 12, 2020

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services.

Recent posts:

- Schedule of COVID Funds as of June 12, 2020
 - PRC122 Contracting Mental Health Professional \$10m - Policy
 - PRC127 Bus WiFi \$1m - Policy
 - PRC128 Home and Community WiFi \$11m - Policy and Allotment (Draft)
 - PRC129 Learning Management System \$1.488m - Policy
 - PRC132 Grants for Exceptional Children Services \$15m - Policy
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Allotment Flexibility provided during emergency closing of schools

Per the March 24, 2020 memo (<https://files.nc.gov/dpi/documents/fbs/governor-allotment-flexibility.pdf>) from Governor Cooper, local education agencies were provided allotment flexibility to address the unanticipated needs during the school closure related to school nutrition, school and community-based child care, cleaning and sanitizing schools and buses, protective equipment, and remote learning.

These flexibilities provided for the Transportation, At-Risk Student Services, Disadvantaged Student Supplemental Funding, and Low-Wealth Supplemental Funding allotments will expire June 30, 2020.

In addition, the use of textbook and digital resources (PRC130/131) to purchase devices and pay for training for instructional personnel for digital and remote learning will expire.

The following codes will be removed from fund 1 – PRC131, effective July 1:

5860-462

5110-312

5110-462

5210-462

5270-462

5860-312

5860-411

FY 2020 Year End Dates – LEAs only

1. Tuesday, 6/30/2020 Payroll file due by 11:59 PM.
2. Wednesday, 7/1/2020 DPI receives payroll file. LEA and vendor contacts on call.
3. Wednesday, 7/1/2020 DPI releases LEA and vendor contacts at start of salary load.
4. Wednesday, 7/1/2020 After salary load is complete, DPI releases BUD batches on hold for processing.
5. Wednesday, 7/1/2020 DPI processes BUD batches on hold. DPI sends new date file with date of 7/2/2020 and communications for denied batches to all LEA mid-day. LEA must receive date file and denied batch communication forms by:
 - a. For Serenic LEAs, run fast path SURF to receive files – must be signed in as BUDPUSER in order to run SURF.
 - b. For LINQ LEAs, the date file is placed on the web for pick up. Manually run the process to receive files.
6. Approved communication forms will be sent Wednesday afternoon, 7/1. LEAs will have from late afternoon on 7/1 until 11:59 PM on 7/2 to send corrections and new batches. Salary analysts will be available on Thursday, July 2 beginning at 7:00 AM for LEA questions.
7. Friday, 7/3/2020 DPI will process batches beginning at 7:00 AM and send denied communications forms and new date file to LEAs with denied batches. LEAs must receive date file and denied batch communication forms by following instructions in steps 5a and b above. The new date file will allow LEAs with denied batches only to submit corrections until 1:00 PM on 7/3/2020. No new batch activity will be accepted during this second correction period. Any new BUD batches sent will be denied.
8. Friday, 7/3/2020 DPI will receive and process correction batches beginning at 1:00 PM. DPI will verify that all batches are processed for the FY before running final SUTI. This will be the final BUD processing for FY 2020. Communication forms for all batches will be sent late Friday afternoon.
9. Friday, 7/3/2020 Data files due by 11:59 PM.

These steps are for pay period 12 only. Pay period 13 (accruals) will be documented separately.

Reminders:

- **Due TODAY:** CSADM Phase II - Final Verification of Initial ADM for SY 2020-21 From Charter, Regional and UNC Lab Schools (Only) Details are in the May 22, 2020 newsletter. *

- Days Missed for Inclement Weather Survey - All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2019-2020. LEAs ONLY (No charter schools), please complete the online survey and submit by **June 19, 2020**. Details are in the May 29, 2020 newsletter. *
- Closing Procedures for Fiscal Year 2019-20: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services>

* <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter> .



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